**Title**: Entry-level Consultant

**Scope of Work**:

***Consultancy***

* Execute projects and consultancy assignments under the supervision of the Senior Consultant

or any other Director who leads an assignment.

* Develop new opportunities for consultancy or projects, including but not limited to seeking

new project/consulting opportunities, proposal development, participation in client meetings

and presentations.

* Manage and cultivate stakeholder relations related to projects and consultancy assignments.

***Business Development***

* Assist in event coordination, outreach, content development as it relates to projects and

consulting assignments.

* Maintains and builds knowledge areas for the office, such as assessment of local start-up

landscape, health financing, health systems, and health issues of relevance in Southeast Asia.

***Communications***

* Lead and monitor robust communications planning, outreach, and continuous engagement.
* Monitor social media platforms (LinkedIn) and the Health Futures website actively and ensure that the community is highly engaged.
* Develop and edit blog posts, case studies and other communications material.
* Prepare the monthly Health Futures newsletter.
* Liaise with media and communications on all matters related to ACCESS Health Southeast Asia.

**Reporting**:

Reporting to the Senior Consultant.

**Term**

This engagement shall commence upon execution of this Agreement. The Agreement shall continue

in full force and effect from June 13, 2022 to June 12, 2025.